



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "SMOKE-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
AAO-MPP-03-01	11-27-02	Applications will be accepted
AAO-ESEP-03-01		until sufficient applications
		have been received.

POSITION TITLE, SERIES AND GRADE	LOCATION AND DUTY STATION
Human Resources Officer	Division of Human Resources
GS-201-14, \$76,271 per annum	Albuquerque Area Indian Health Service
(Includes Locality Pay Adjustment)	Albuquerque, New Mexico

CONDITIONS OF EMPLOYMENT: Permanent, Full-time. The incumbent of this position may be subject to call back and/or standby work.

Area of Consideration: HHS Wide

May be required to serve a probationary period for supervisory positions.

If positions are advertised outside of the local commuting area and an applicant from outside the local commuting area is selected, then IHS is obligated to pay relocation expenses.

Selective Service Certification: If you are a male, born after December 31, 1959, and you want to be employed by the Federal government, you must (subject to certain exemptions) be registered with the Selective Service System.

In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selectee will be required to submit proof of immunity to the following diseases: Rubella and Measles.

Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for Federal Employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligible entitled to Indian Preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates **MUST** indicate whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Applications will be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability). Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Jason Begay, (505) 248-4510. The decision on granting reasonable accommodation will be on a case-by-case basis.

DUTIES AND RESPONSIBILITIES: In consultation with the Service Unit management team, evaluates Human Resources needs for each Service Unit on a regular basis. Regularly assists Service Unit management in devising new approaches to addressing human resources issues in their area. Assures localized human resources assistance and service to employees, supervisors, and managers of each service unit through planned visits by the incumbent and human resources staff. Manages, plans, develops, monitors and directs the Area Office and Service Unit human resources needs. May provide technical assistance on human resources issues to tribes as requested. Directs the full range of human resources functions including, but not limited to: staffing and placement, reassignment, promotion, classification, processing of human resources actions, position management, and labor/employee relations. Incumbent will also be responsible for coordinating needed human resources training for Service Unit staff. Is responsible for the continuous analysis and evaluation of human resources issues. Analyzes current and future operational needs in terms of adequate staff and proper training. Serves as principal advisor to senior Area managers, attends planning meetings and advises on the impact of expansion, curtailment or change in the emphasis of Area's health care mission. Incumbent will assure that proper human resources advice and services are provided regarding the human resources aspect of P.L. 93-638 and oversees the contracting out of IHS jobs to the tribal governments. Assures that any reductions in force for the AAIHS are performed within the legal boundaries established for these actions. Exercises a constant awareness and application of Indian Preference and the legal and regulatory requirements relating to the employment of Indians in the Excepted Service. Assures that proper human resources services are provided to the PHS Commissioned Corps. Serves as the Area's human resources representative to Headquarters. Acts as special consultant and representative of the Area Director when requested. Participates as a member of the Area Management Team. Provides, coordinates, conducts or acquires regular training for Area Office staff and service unit staff on various human resources topics. Acts as primary contact and/or management representative in 3rd party cases/settlements. Maintains current data and information on employee benefits. Responsible for all personnel and pay services for the National Programs located in Albuquerque and the Nashville Area. Responsible for development and compliance with the budget for the Division of Human Resources. Incumbent directly supervises a staff of approximately 15 professional and administrative employees. Additionally, the position provides technical guidance to seven human resources positions located at two Service Units. Incumbent has responsibility for all human resources actions (promotion, adverse action, selection of personnel, employee evaluations, etc.) in this division. Assigns, directs, establishes and controls the work of human resources staff performing GS-5 through GS-12 work of substantive nature. Plans, organizes, and directs operations within established functional organization, and makes decisions on work and financial issues presented by subordinate human resources staff. Performs supervisory functions including: subordinate work assignments, evaluating performance of subordinates, interviewing candidates for positions, making/approving recommendations for appointment, promotion or reassignment. Incumbent makes decisions on work problems presented by subordinate staff, other Service Unit personnel, vendors and contractors. The incumbent is responsible for furthering the goals of equal employment opportunity (EEO). In conjunction with his/her supervisor, develops an affirmative action plan for the area supervised including appropriate objectives and goals, and monitors and periodically assesses progress.

COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS: Candidates must have had 52 weeks of specialized experience equivalent to the GS-13 level.

SPECIALIZED EXPERIENCE: Experience in staffing activity with responsibility for ensuring the application of various recruitment, staffing, and examination methods appropriate to the position. Experience in maintaining an Applicant Supply File, Delegated Examination Unit, preparing vacancy announcements, and developing crediting plans. Examples of the types of experience that will be credited are shown above under "Duties and Responsibilities".

SUPERVISORY AND MANAGERIAL ABILITIES: Candidates must have demonstrated in their work experience or training that they possess or have the potential to develop the following:

- Ability to assign and review work of subordinates, training and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.
- Ability to accomplish the quality and quantity of work expected within set limits of cost and time.
- Ability to plan own work and carry out assignments effectively.
- Ability to communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to the work.
- Ability to understand and further management goals as these affect day-to-day work operations.
- Ability to develop improvements in or design new work methods and procedures.
- Deal effectively with individuals or groups representing widely divergent backgrounds, interests, and points of view.
- Plan and adjust work operations to meet changing or emergency program or production requirements within available resources and with minimum sacrifice of quantity or quality of work.
- Establish program objectives or performance goals and assess progress toward their achievement.
- Coordinate and integrate the work activities and resources of several difference projects.
- Analyze organizational and operational problems and develop timely and economical solutions.
- Represent the activity both within and outside the organization or agency to gain support for the agency's program goals.

Personal Attributes: The attributes are important to success in supervisory or managerial positions at all supervisory levels. Accordingly, candidates for all supervisory positions must demonstrate all of the following personal qualities:

- Objectivity and fairness in judging people on their ability, and situations on the facts and circumstances.
- Capacity to adjust to change, work pressures, or difficult situations without undue stress;
- Willingness to consider new ideas or divergent points of view; and
- Capacity to "see the job through."

Substitution of education for experience is made in accordance with OPM Operating Manual Qualification Standards for General Schedule Positions.

TIME-IN-GRADE REQUIREMENTS: Merit Promotion candidates must have completed at least 52 weeks of service no more than 1 grade lower than the position to be filled.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSAs described below. Applicants must address the following KSAs on a separate sheet of paper.

1. Ability to exercise tact, diplomacy, and mature judgment
2. Knowledge of personnel regulations, policies and procedures that pertain to personnel.
3. Ability to analyze.
4. Skill in interpersonal relations
5. Ability to communicate orally
6. Ability to supervise the work of others.

HOW AND WHERE TO APPLY: Applications must be submitted to **Albuquerque Area Office**. Our mailing address is Albuquerque Area IHS, Division of Human Resources, 5300 Homestead Road NE, Albuquerque, NM 87110. If submitting in person, we are located at the Indian Health Service Building, 5300 Homestead Road. NE. For copies of vacancy announcements, contact us at (505) 248-4510 or download from the IHS or OPM websites. www.ihs.gov or www.usajobs.opm.gov. We do not FAX vacancy announcements.

FOR CIVIL SERVICE APPLICANTS:

The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Interested applicants may submit one of the following:

1. OF-612, Optional application for Federal employment: http://www.opm.gov/forms/pdf_fill/of0612.pdf
2. SF-171, Application for Federal employment;
3. Resume; or
4. Any other written application format.

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with ZIP Code), Day and Evening telephone numbers (with Area Code).
3. Social Security Number.
4. Country of Citizenship.
5. If claiming veterans preference, a copy of DD-214; and SF-15 if claiming 10-pt veterans preference.
6. Copy of latest Personnel Action (SF-50B) if current or former Federal employee.
7. Highest Federal civilian grade held (give job series and dates held).
8. High School-Name, City, State (ZIP Code if known), and date of Diploma or GED.
9. Colleges and Universities-Name, City, State (ZIP Code if known), Majors, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter Hours earned). To obtain educational credit, applicants must submit a copy of all college transcripts.
10. Work Experience (paid and unpaid) - Job title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Telephone Number, Starting and Ending Dates (month and year), Hours per week and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments, Certificates.
13. Applicants claiming Indian preference MUST submit along with their application a copy of an official BIA Preference Certificate, Form BIA-4432, signed by the appropriate BIA official, or Form BIA-4432 issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA official. Note: Current Albuquerque Area IHS employees need not furnish verification as long as they indicate on the application that a Certificate of Indian Blood is on file in their OPF.
14. Copy of your current performance appraisal, if a current Federal employee.
15. OF-306, Declaration for Federal Employment: <http://www.opm.gov/forms/pdfimage/of0306.pdf>

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

All applications must be received by the closing date of this announcement. All material submitted for consideration under this announcement becomes the property of the personnel office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment.

INDIAN PREFERENCE: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

ADDITIONAL OR ALTERNATE SELECTIONS may be made within 90 days of the date the Certificate of Eligible was issued, provided the positions to be filled have the same title, series, grade, are in the same geographic location as the position announced, and have the same qualification requirements.

EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

PERSONNEL CLEARANCE:

/s/ Jason Begay
Human Resources Specialist

11-22-02
Date

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) (INCLUDES INDIAN HEALTH SERVICE) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS (includes IHS) employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS (includes IHS) Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS (includes IHS) in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, including any documented selective factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

- 1) Received a specific RIF separation notice; or
- 2) Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
- 3) Retired with a disability and whose disability annuity has been or is being terminated; or
- 4) Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
- 5) Retired under the discontinued service retirement option; or
- 6) Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position, including any documented selective factors, quality ranking factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position upon entry.

Well-Qualified Definition: Surplus or displaced Department of Health and Human Services (DHHS) employees may exercise selection priority for DHHS vacancies in their local commuting area if they apply directly for the vacancy and are determined to be well-qualified.

- If filing an application for a noncompetitive action when no official vacancy announcement is being announced, "well-qualified" means that you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and can perform the duties of the position without undue interruption to organizational operations.
- If filing an application under a vacancy announcement, "well-qualified" means you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and meet the cut-off score to be referred to the selection official. This score is derived as a natural break resulting from the rating and ranking of all qualified applicants to determine the extent to which candidates possess the knowledge, skills, and abilities (KSAs) required to succeed in the position.

SAMPLE FORMAT-(USE SEPARATE SHEET OF PAPER)

SUPPLEMENTAL QUESTIONNAIRE
on Knowledge, Skills and Abilities

POSITION: Human Resources Officer, GS-201-14

VACANCY ANNOUNCEMENT NO.: AAO-MPP-ESEP-03-01

Ranking Factors-Knowledge, Skills, and Abilities (KSAs): The statements you describe below will be the principle basis for determining whether or not you are Best Qualified for this position.

1. Ability to exercise tact, diplomacy, and mature judgment.
2. Knowledge of personnel regulations, policies and procedures that pertain to personnel.
3. Ability to Analyze.
4. Skill in interpersonal relations.
5. Ability to communicate orally.
6. Ability to supervise the work of others.

The information you provide is considered to be part of your application and, as such, is certified correct by your signature.

Signature

Date